

**U. S. Coast Guard
Pay & Personnel Center
Direct Access II/Retired Global Pay
Self-Service**

**Retiree/Annuitant/Former Spouse Change Newsletter
Delivery Option**

Introduction	This document provides the procedure for changing your delivery option for the <i>Retiree Newsletter</i> in Direct Access II/Retired Global Pay Self-Service.
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Before you begin	If you haven't used Self Service before, please review the initial log-on instructions available at http://www.uscg.mil/ppc/ras/gp/ or in Issue 01/2010 of the <i>Retiree Newsletter</i> (http://www.uscg.mil/ppc/retnews/2010/January10newsletter.pdf).
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Discussion	You will have the ability to notify PPC whether or not you would like to continue receiving the Retiree Newsletter in the mail. If you prefer not to receive one by mail, simply uncheck the box. By electing to not receive a mailed Newsletter, you save the Coast Guard money in printing and postage costs. You still have the ability to view the Newsletter on-line.
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Newsletter Web Page: <http://www.uscg.mil/ppc/retnews/>

Join our mailing list to receive The Newsletter and other updates via e-mail	Subscribers to the “CGRetired” e-mail list will be notified when new issues of the Coast Guard/NOAA Retirees' Newsletter are posted and sent interim news updates on benefits information.
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Go to <http://cgls.uscg.mil/mailman/listinfo/cgretired> and enter your e-mail address to join the list.

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Retiree/Annuitant/Former Spouse Change Newsletter Delivery Option, Continued

Procedure


Log into DA II Self-Service at <https://ep.direct-access.us/psp/UCGP1PP/> and follow these steps to change your newsletter delivery option:

Step	Action
1	<p>Select the “Change My Delivery Options” link from the home page menu.</p> <div> <div> View My Payslip This link will take you to a list of all available payslips to view and/or download. </div> <div> View My 1099R This link will take you to a list of all available 1099R tax documents to view and/or download. </div> </div> <div> <div> View/Change My Mailing Address This link will allow you to view and make changes to your mailing address. </div> <div> View/Change My Phone Number(s) This link will allow you to view, add, or update their phone number(s). </div> </div> <div> <div> Change My Delivery Options This link will allow you to change delivery options for communications. </div> <div> Change My Password This link will allow you to change your password and set your Forgot Password security question/answer. </div> </div>
2	<p>The currently recorded option will display:</p> <p>Delivery Options</p> <p>Joseph Guardian</p> <p>Select options for delivery of communications.</p> <p><input checked="" type="checkbox"/> I elect to receive the Retiree Newsletter by mail</p> <p>* By unchecking the checkbox, you are electing to NOT receive a mailed Newsletter, which will save printing and postage costs. You still have the ability to review the Newsletter on-line at: Retiree and Annuitant Services (RAS) Branch Page.</p> <p><input type="button" value="Save"/></p>
3	<p>Remove the checkmark next to the “I elect to receive the Retiree Newsletter by mail” statement.</p> <p><input type="checkbox"/> I elect to receive the Retiree Newsletter by mail</p> <p>Note 1: If you previously opted out of newsletter delivery, you can restart delivery by checking the box.</p> <p>Note 2: You can access the electronic version of the newsletter directly from this page with the "Retirees and Annuitants Services (RAS) Branch Page" link provided.</p>
4	<p>Click the Save button to save your change -- <input type="button" value="Save"/></p>

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Retiree/Annuitant/Former Spouse Change Newsletter Delivery Option, Continued

Procedure (continued)

Step	Action
5	<p>If your changes do not result in an error, a Save Confirmation page will display. Use the “Return to Homepage” link to return to the Self-Service menu.</p> <p><u>Save Confirmation</u></p> <p> The Save was successful</p> <p><u>Return to Homepage</u></p> <p>If an error message displays, follow the instructions on the screen or exit the system and contact PPC (RAS) for assistance.</p>
